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1408/1416 Phone User  
Guide Page 2 IP Office  
15-601040 Issue 11c  
(Thursday, April 16,  
2020) Comments on  
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infodev@avaya.com  
Contents

**1408/1416 Phone  
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Using a cell, mobile, or  
GSM phone, or a two-

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way radio in close proximity to an Avaya IP telephone might cause interference. During a power surge, EFT or ESD, calls may be dropped. After a power surge, EFT or ESD, it is normal for the phone to restart. Documentation disclaimer Avaya Inc. is not responsible for any modifications, additions, or

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Summary of Contents  
for Avaya 1416 Page 1:  
Call Handling Page 1 of  
3 Making a Call Lift  
Handset or Press  
Speaker key, Choose  
from the following: a)  
Dial Extension Number  
b) Dial 9 + Phone  
Number c) Press  
Contacts to scroll  
through contacts Note:  
Press the Mute key  
while on a call to mute  
your voice (you will be  
able to hear the caller

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Guide Page 5 Issue 0 1  
(3/10/2011) IP Office  
Checking messages  
1.Press the MESSAGE  
button. Enter your  
voicemail password if  
requested and press  
Done. 2.The numbers  
shown next to Listen  
indicate the number of  
new, old and saved  
messages. 3.Highlight  
Listen and press  
Select. 4.Use the Up



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and Down arrow keys to highlight the messages that is New,

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Installation Manual,  
User Reference,  
Brochure & Specs,  
Quick Reference  
Manual, Quick  
Reference, Quick  
Reference Sheet

## **Avaya IP Office 1416 Manuals | ManualsLib**

Pressing the MENU key  
accesses a menu that  
can be used to control  
various phone settings.

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## PDF Avaya 1416

### Phone User Guide

These are mainly settings stored by the phone rather than user settings that move with you. The Phone A-Menu diagram shows a summary of the menu options.

## **Phone Settings - Avaya**

Avaya telephone - desk phone user manual (60 pages) Summary of Contents for Avaya Telephone Page 1 Telephone Features

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User Guide Avaya  
Business  
Communications  
Manager Document  
Status: Standard  
Document Version:  
02.01 Document  
Number: NN40170-101  
Date: May 2010...

**AVAYA TELEPHONE  
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The Avaya 1416 digital  
phone with 16 line  
displays/function keys

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are designed for attendants, receptionists, assistants, managers and other users with high telephone comfort requirements, who as typical agents of incoming calls, must forward customers, and monitor multiple lines throughout the day.

## **AVAYA 1416 Manual | Manual PDF**

Key. Description. Soft  
*Page 15/23*

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### Phone User Guide

Keys - These 3 keys below the display have variable functions. When the key is active, its function is indicated by the text label above it. The left hand key is usually linked to the OK key.. Message - This key is used to access your voicemail system. By default this uses a series of menus on your phone's display.

## **Phone Keys - Avaya**



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Avaya 1416 Phone  
User Guide Answering  
and Making Calls  
Answering a call If you  
are not already on a  
call, lift the handset. If  
you are already on a  
call, press the alerting  
call appearance button  
(slow flashing green  
lamp) puts

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**m Avaya 1416 Phone**  
**User Guide**

A D is shown on your  
phone's display when

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you have forward unconditional enabled. Forward on Busy. Forward on busy redirects your calls when your phone is not able to present you with any more alerting calls. • By default this function is only applied to incoming external calls to you. However, if required internal calls can also be selected.

**Forwarding Calls -**  
*Page 18/23*

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## **Avaya**

If your telephone system includes a voicemail server, pressing the MESSAGES button accesses voicemail. Your system administrator can configure whether the access uses either spoken prompts from the voicemail server or visual menus on the phone called 'visual voice'. This guide assumes the default

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### Phone User Guide

operation of using the visual voice menus.

### **Voicemail - Avaya**

These contacts are viewable and useable by all phone users.

These are two types of external contacts: •

Some external contacts are entered into the telephone system configuration by the system administrator.

- Other external contacts are those imported by the

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## PDF Avaya 1416 Phone User Guide

telephone system from other directory sources. Notes. 1.

### **Contacts/Directory - Avaya**

15-601040 Issue 03g -  
(19 November 2010)  
1408, 1416, 1608 and  
1616 Phone Guide IP  
Office Release 6.0

### **1408, 1416, 1608 and 1616 Phone Guide - Avaya**

Not all features  
described in this user

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guide may be available on your telephone. If you find that a feature is not available, contact your system administrator.

Overview of phone buttons and features  
Avaya 1616/1616-I IP  
Deskphone User Guide  
February 2010 5

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